

Communications Department
Record Retention Plan
Updated 07-17-08

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Awards	Booklets- Annual and 50 Year Member	Permanent	Comm. Specialist	Electronic	Server
Database	Event Registration	3 years	Comm. Specialist	Electronic	Server
Event materials (Non-Annual Meeting)	Event programs, agendas, marketing materials	a) Programs – permanent b) Contracts – 10 years c) All other – 3 years	Comm. Specialist	a) Electronic b) Hard copy c) Hard copy	a) Server b) Office c) Office
Tel-Law/ pamphlets	Public education scripts and pamphlets: legal updates and editor info	4 years	Editor	Various	Office
Web page text/updates	Bar News content and public pages	5 years	Marketing Spc.	Electronic	Server
Media materials	All bar news releases, letters to editor, talking points	5 years	Comm. Asst,	Electronic	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
Press clippings	Print clippings from outside service	1 year	Comm. Asst.	Hard copy	Office
Legal Links programs	Cable TV series	Permanent	Comm. Specialist	DVD	Office
Surveys	Public and Member Surveys	Permanent	Comm. Mgr.	a) Hard copy b) Electronic	a) Office b) Server
Bulletin Database	Subscriptions – list	Current	Comm. Assistant	Electronic	Database
Bulletins	Past copies of printed and bound OSB Bulletins	Loose copies: 10 years			
Bound copies: Indefinitely	Advertising assistant, Bulletin editor	Hard copy	On-site		
Bulletin editorial records	Manuscripts, correspondence, proofs related to each issue	One year	Bulletin editor	Hard copy	Office
Bulletin classified advertising, business records	Classified ad runsheets	3 years	Advertising assistant	Hard copy	Office
	Classified ad insertion orders	3 years		Hard copy	Office
	Classified files (the ads)	3 years		Electronic	Office
Bulletin display advertising, business records	Display ad runsheets	10 years	Advertising assistant	Hard copy	Office

Type of Record	Description	Retention Period	Person Responsible	Format	Location
	Display invoice runsheets	3 years	Advertising assistant	Hard copy	Office
Bulletin lawyer announcement advertising, business records	LA runsheets + insertion orders	3 years	Advertising assistant	Hard copy	Office
	LA ad runsheets	4 years	Advertising assistant	Electronic	Office
	LA ads	4 years	Advertising assistant	Electronic	Office
	LA invoice runsheets	3 yrs	Advertising assistant	Hard copy	Office
Bulletin subscriptions	Orders/cash receipt forms	3 years	Communications department assistant	Hard copy	Office